



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Monday, January 4, 2010
POSITION TITLE:	Division Director	FINAL FILING DATE:	Friday, January 15, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	12242009_3

POSITION DESCRIPTION

California's public education system is administered at the state level by the California Department of Education (CDE), for the education of more than 6.2 million students from pre-kindergarten age to adult education.

Under the direction of the State Superintendent of Public Instruction (SSPI), the Chief Deputy Superintendent and the Deputy Superintendent, California Department of Education (CDE) Division Directors are responsible for developing statewide policies, goals and objectives for programs administered by the CDE.

CDE Division Directors are an integral part of the CDE's leadership team. The Director develops and recommends departmental and statewide program policies to top CDE management; works with the Deputy Superintendent, fellow Division Directors, and other CDE colleagues to ensure that common educational program and administrative goals and objectives are identified and executed in a compatible manner; advocates for legislation affecting the operation and content of the CDE program; appears before legislative committees on behalf of the SSPI and the CDE; serves as a key liaison for the SSPI and CDE to various boards and commissions including but not limited to other educational sectors; represents the SSPI at meetings with the federal government, Local Education Agencies, private and non-profit agencies, other state agencies, and the public; and works with CDE program supervisors, administrators, and representatives of other agencies on program administration, policies, and budgets.

The CDE is currently recruiting for Division Director of the Statewide Assessment Division. The Division Director is responsible for providing conceptual and administrative leadership to develop and implement California's assessment programs, developing and implementing effective program policies and procedures, providing leadership and technical assistance to the State, including the Department, the Division, and local educational agencies in the development and implementation of the State's assessment programs, representing the State Superintendent of Public Instruction in all matters pertaining to assessment to the public, professional associations, the Legislature, and various

groups, and supervising staff of the Statewide Assessment Division.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience in managing multi-disciplinary professional and technical staff in order to advance the activities of a diverse program.
2. Experience at the administrative or managerial level developing and implementing educational and/or administrative policies.
3. Experience at the administrative or managerial level developing, implementing and evaluating broad-range educational and/or administrative programs.
4. Experience in dealing with a variety of internal and/or external groups on issues of a high profile and/or politically sensitive nature.
5. Experience developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., the Legislature, local, state and/or federal government, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

Division Director of Academic Accountability and Awards Division, Child Development Division, Curriculum Frameworks and Instructional Resources Division, District and School Improvement Division, English Learner and Curriculum Support Division, Secondary, Career, and Adult Learning Division, Statewide Assessment Division, Fiscal and Administrative Services Division, Personnel

Services Division, School Fiscal Services Division, Technology Services Division, Audits and Investigations Division, Charter Schools Division, Fiscal Policy Division, Legislative Affairs Division, Categorical Compliance Division, Communication Division, Data Management Division, Learning Support and Partnerships Division, P-16 Division, Nutrition Services Division, School Facilities Planning Division, Special Education Division, and/or the State Special Schools and Services Division.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed on page 3, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. To obtain list eligibility, a passing score of 70% must be obtained. All applicants will be notified of the results.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Interested applicants must submit:

- A standard State Application (STD. 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed on page 2.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor.
- The Statement of Qualifications should not exceed three pages in length with a minimum font size of 10 pitch.
- The Desirable Qualification factors must be addressed and numbered in the same order as listed.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Room 1802, Sacramento, CA 95814
Teresa Tillman | (916) 319-0689 | ttillman@cde.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>